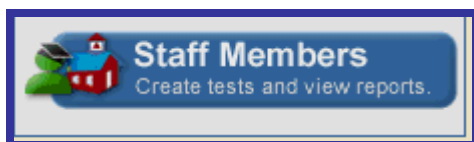**ACHIEVEMENT SERIES**

Create a District Test Draft: Quick Pick

The Quick Pick option facilitates test creation by having Achievement Series *randomly* select test items based on user-set criteria. This option is often used to extract items from Scantron Skills Connection Item Banks; however, any item banks can be utilized.

Section 1: Login to Achievement Series

1. Open an Internet browser, such as Windows Explorer.

2. Go to http://www.achievementseries.com/ and click **Staff Members**.

3. Enter your **Site ID, Staff ID** and **Password.**

   Then click **Login.**
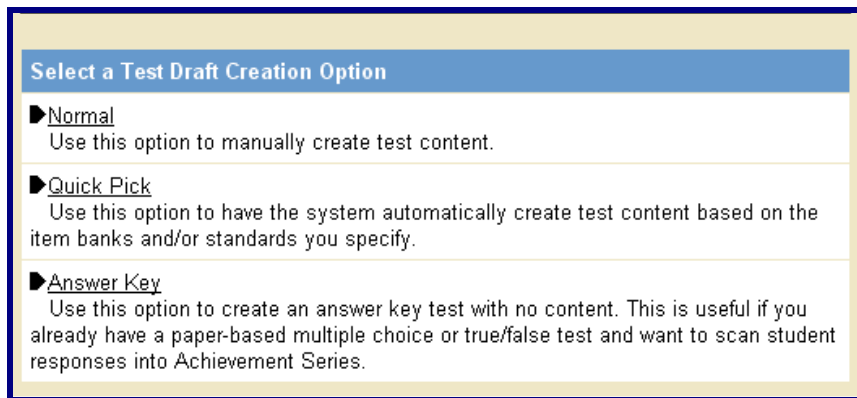
Section 2: Create the Quick Pick Test Draft

1. At the Achievement Series home page, click **Tests**.

2. Under **Test Drafts,** select **Create**.
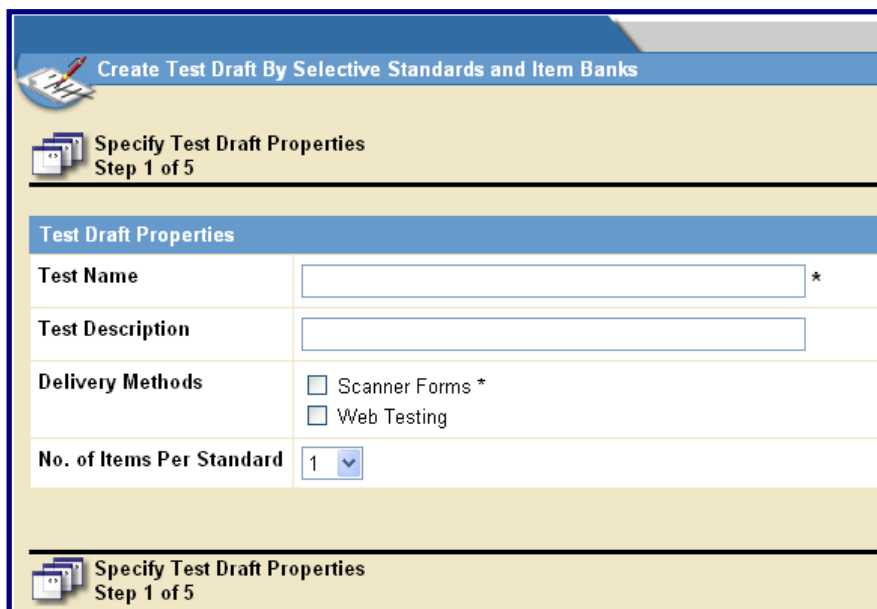
3. Click **Quick Pick**.

Select a Test Draft Creation Option

▶Normal
Use this option to manually create test content.

▶Quick Pick
Use this option to have the system automatically create test content based on the item banks and/or standards you specify.

▶Answer Key
Use this option to create an answer key test with no content. This is useful if you already have a paper-based multiple choice or true/false test and want to scan student responses into Achievement Series.

4. In Step 1 of 5, enter the Test Draft Properties:

    A. Enter a **Test Name**

    B. Select **Delivery Method**: Scanner Forms and/or Web Testing **

    C. Select the desired **No. of Items Per Standard.**

   **If the test is to include Extended Response items, the Scanner Forms delivery method *only* is supported. (Effective: August 2005)

Create Test Draft By Selective Standards and Item Banks

Specify Test Draft Properties
Step 1 of 5

Test Draft Properties

Test Name		*
Test Description		
Delivery Methods	☐ Scanner Forms *	
	☐ Web Testing	
No. of Items Per Standard	1 ⌄	

Specify Test Draft Properties
Step 1 of 5

5. In Step 2 of 5, setup **Item Selection Options** and select **Item Banks.**

    A. First select the **Item Types** to include on the test.

       Tip! Extended Response items are available for Scanner Forms tests
             only. If you selected "online" in Step 1, this type will be grayed out.

             If you will exclusively use Skills Connection items, only MC items apply.

    B. Enter a **Grade range** and **Subject**.

       When using Skills Connection Item Banks…
       It is suggested that you enter a Grade range 2 levels *above and below*
       the grade you will be testing (lowest is Grade 2). This will increase the
       likelihood of finding the most appropriate items. The rationale for this is
       the grade that is associated with an item in the universal Skills Bank may
       be slightly different than the grade at which it is taught in your District.

    B. Choose the **Item Bank(s)** to search for items. Then click **Next.**

Select	Item Bank ▲	Location
☐	4th Grade Language Arts - Share Reviewer (from KPM)	Product Support Testing District
☐	4th Grade Mathematics - Remote Share (MEM)	Product Support Testing District
☐	Elementary Math	Scantron Test District
☐	Grade 2 Mathematics	Scantron Test District
☐	Shared: Skills Connection Language Arts	Service Site

6. In Step 3 of 5 you can optionally refine the search based on Standards previously associated with the items. This is highly recommended when you are using the Skills Connection Item Banks where most items have been associated with the standards documents in each state.

   A. First select the **Standards Document.**

   B. (Optional) Enter Keywords. Example: verbs
      Keywords, if entered, must match *exact text* on the Standards Document.

   C. Enter the **Grade Levels** for the Standards.

   D. Now click **Search.**

7. Select the desired Standards (skills) and then click **Next.**

8. Items matching your search criteria will appear on the next screen.

    A. Select the items you want to include on the Test Draft.

    B. Click **Get Alternate** to select a different item.

    C. Click **Save** to accept the items selected.

9. Next you need to review the Test Draft for accuracy and completeness.

    A. Go to **Site Administration** and select **Tests.**

    B. Under **Test Drafts** click **List.**

    C. Just click the name of the Test Draft to open it.

    D. Print the Paper Test and Test Draft Details Report to verify the integrity of the test. Make any modifications as needed.

    E. Finally you will need to *Publish* and then *Schedule* the test. *

        * Refer to these tutorials for directions:
         - Publishing the District Test
         - Scheduling the District Test